

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Call for Deployment/Contribution of one (1) CRT or other Member State Short Term Expert (CIS) to support the CSDP Mission in Libya, EUBAM Libya

Short term deployment:	3 month deployment		
Job Location:	Tripoli, Libya		
Availability:	As soon as possible		
Job Titles:	Name of the post	Nr of positions	Available on
	Communications and Information Systems (CIS) Expert	1	As soon as possible
Deadline for applications:	6 June 2014 17.00 hours Brussels time		
E-mail address to send the Job Application Form/CV:	cpcc.crt@eeas.europa.eu		
Information:	For more information relating to selection and recruitment, please contact the European External Action Service, CPCC: Ms Ulla Bergqvist e-mail: cpcc.crt@eeas.europa.eu Tel: +32 (0)2 584 8596		

Seconded Personnel – Only personnel nominations received through official channels from Member States will be considered. The Mission will cover the daily allowances and high-risk insurance (the Van Breda's Group insurance facility which is the same policy applicable to all EUBAM Libya International staff members and covers medical care, accidental death & disability benefits amongst other benefits). Taking into account the critical security situation in Tripoli, the mission will exceptionally also cover accommodation. All other personnel-related costs for the seconded experts are the responsibility of the contributing Member States, including salaries, pre-mission medical care, travel expenses to and from and inside the Mission area (including home leave), and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Tour of Duty/Contract Period – The duration of the deployment should be up to 3 months with the possibility of extension on a month by month basis.

Leave – The holiday arrangements are set at a national level and subject to change. The national arrangements as applied for regular secondments to CSDP missions could be used as an indication for a proper holiday arrangement for CRT/Member State experts as well. Due to the nature of the short term assignment, it would be preferable that accrued holidays be taken after the deployment has ended.

As a rule there is no leave included during CRT deployments. Any leave will be considered as interruption of service, there will be no allowances of any kind paid by the mission during any leave period and all travel costs related to the leave must be borne by the sending Member State or by the expert.

The Civilian Planning and Conduct Capability (CPCC) requests that Member States propose candidates for the following international expert position for EUBAM Libya, according to the requirements and profiles described below:

A. Essential requirements

Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

Computer Skills – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

Training – Hostile Environment Awareness Training or equivalent (average of 4-5 days hostile environment training) mandatory. A certificate to this effect must be submitted prior to deployment.

B. Compulsory documents for selected candidates

Passport – Applicants must hold a valid passport from the respective national authorities valid for at least 2 years. Seconding Member States can alternatively provide their personnel with a Service Passport or Diplomatic Passport and agree to have them accredited to their embassies or consulates in the area of deployment as appropriate. Please be aware that there is a practice by airlines and Libyan border agencies to reject passports if the passport contains Israeli stamps.

Visas – Member States must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission. Please note that the visa process for Libya is very strict and procedures for obtaining visa should be started as soon as possible after selection.

Security clearance required – The selected candidate must have a security clearance level EU Secret when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunizations received. To be vaccinated according to the required immunizations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driving license – Be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). Ability to drive a 4-wheel drive vehicle.

C. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages Member States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels location for interviews, the Member State will bear any related costs.

Information on the outcome – Member States will be informed about the outcome of the selection process after its completion.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
MSD	Tripoli	CRT

Security Clearance Level: EU Secret

Reporting line and substitutions

Reporting to the Head of Mission Support Department, the CIS Officer will:

Tasks and responsibilities

- Act as advisor to the HMSD providing necessary expertise in the field of Communication and Information Systems (CIS) to support the conduct of the Mission;
- Assist and advise the chain of command on all CIS issues;
- Produce clear and concise reports concerning CIS issues, recommending improvements where appropriate;
- Establish necessary technical liaison and coordination with other international organisations in the Mission area;
- Provide a communications and network plan for the Mission reflecting the Mission's administrative, logistical and operational requirements, taking into consideration possible local licensing and contract legislation;
- Identify, establish and maintain a secure radio, computer, satellite and telephone communications system in support of the Mission;
- Establish and maintain other CIS and communications networks in support of the Mission;
- Install specific available telecommunication systems or software and/or equipment as required;
- Maintain all server, workstation, network and communications systems in use in the Mission with an emphasis on preventive maintenance;
- Monitor the Mission network, update its security daily, save data for backup solutions, report and advise on any closed-source network commercial solutions;
- Implement an Information Security policy in the Mission;
- Ensure the information security (incl. Crypto Custodian) of the Mission in accordance with Council Security regulations, in close cooperation with the Senior Mission Security Officer;
- Coordinate the number, technical specifications and location of the telecommunications equipment required for the staff of the Mission to perform their duties;
- Establish, propose and monitor the efficiency of Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication issues;
- Prepare contingency plans, in co-ordination with the Mission Security Department;
- Develop and maintain Mission's software applications as well as complex databases;
- Define and forward as appropriate the requirements for goods and/or services for her/his area of responsibility, and supervise their satisfactory delivery;
- Contribute to Mission internal and external reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Contribute to identifying and reporting lessons and best practice within his/her fields of responsibility;
- Fulfil any other job-related tasks as required by the HMSD.

Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in Information Technology, Computer Science, or technical specialization in IT/Communications, or a closely related field, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a degree in Information Technology, Computer Science, or technical specialization in IT/Communications, or a closely related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience;

OR

Successful completion of relevant training in a military, police, or civilian organisation leading to certified competence at an equivalent level, followed by at least 4 years of relevant and proven full-time professional experience;

In addition to the above

- Ability to draft policies and procedures for the use and management of computers systems and networks;
- Ability to defining and draft technical specifications/Terms of Reference for tendering processes;
- Ability to install, manage and configure servers in a virtualized environment, workstations, firewalls and other network equipment;
- Knowledge of hardware specifications and performances;
- Knowledge and experience with regard to information and communications (VHF, UHF, HF, GSM, Satellite phones), as well as software;
- Knowledge and experience of Digital Mobile Radio (DMR) system, as well as software, preferably Motorola MotoTRBO with Radio Management Server;
- Knowledge and experience with regard to Satellite communication (BGAN/VSAT system), as well as software;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN), TCP/IP, Virtual Private Networks (VPN) including installation, administration, management and security;
- Knowledge and experience of defining passive infrastructure within fibre optical and twisted pair;
- Knowledge and experience of Cisco based networks, wired and wireless systems;
- Handling CIS running costs;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Very good level of written and spoken English.

Advantageous

- Ability to install, manage and configure software:
 - Operating systems: Citrix XenServer, Windows 2012 server, Linux CentOS, Windows 8.1 Pro;
 - Office software: Microsoft Office 2013;
 - Server Exchange 2013
 - PRIM'x ZoneCentral;
 - Voice over IP (VoIP) PBX;
- Knowledge and experience of DELL SonicWall firewall
- Knowledge and experience on PKI
- Knowledge and experience of Voice over IP (VoIP) signalling protocols, VoIP to PSTN gateways, codecs, transcoders, IP-DECT, IP telephones, Analogue Telephony Adapter (ATA);
- Experience gained from international field assignments including civilian CSDP Missions, or with international organisations in crisis areas;
- Past work experience in Maghreb;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;